

Wisconsin FBLA 2009 SLC On-line Registration – Middle Level Events

SLC REGISTRATION IS NOW OPEN.

This means that you are now able to register your students, advisers, and chaperones/guests to attend the Wisconsin FBLA State Leadership Conference (SLC) at the Midwest Airlines Center in Milwaukee, WI. The conference dates are April 2-3, 2009.

Please **review these directions thoroughly** before sitting down to register your Middle Level students for SLC competitive events.

Connect to the registration site by going directly to <http://www2.dpi.state.wi.us/fbla/>

Getting Started

ENTER ALL INFORMATION IN ONE DAY!

1. Begin by logging into the registration site. Your password for this site remains the same as for RLC registration. Each chapter has a unique password. Select your chapter name from the pull-down list and enter your chapter password.
2. Once you have signed in, begin by using the navigation links along the top of the page, beginning on the far left (Overview of SLC). Read any procedures or instructions carefully. You may print these screens to have handy as your progress through the registration process if necessary.
3. When you have reviewed the information under the **Overview of SLC** link and the **SLC Procedures** link, you may begin registering your chapter by selecting the **Register Participants** link. It is imperative that you progress carefully through this link as you must register advisers, students, chaperones/guests, and chapter events using the **Register Participants** link.
4. Begin by registering the chapter adviser. If your co-adviser (or student teacher) will attend SLC, and does not appear in the drop-down list, select the **New Adviser** link at the bottom of the page. Reminder, each chapter attending the conference will be **REQUIRED** to have a 15:1 ratio of students to advisers/chaperones. If necessary, chaperone/guest registration information is described in Step 6.
5. Register students next. You will find your active national members in a list on this page (if a member who is competing is not in that list, contact the State Office immediately...be prepared to **verify payment** of membership dues).

Wisconsin FBLA 2009 SLC On-line Registration – Middle Level Events

For each student competing at the SLC, please complete the following:

- a. Select the student to register by clicking on the **Register** button on the right.
- b. Select the **delegate type** from the drop-down list.
- c. Verify their **grade** (change it if necessary).
- d. Select **one written objective event** they will compete in at SLC from the following: Career Exploration, Intro. to Business Math, Intro. to FBLA Principles and Procedures, or Proofreading and Editing. If a student is NOT competing in a written objective event, select **No Event**.
- e. Unselect the **check-box** if this participant **WILL NOT** attend the Closing Session.

Please see Step 10 to preview and edit registration.

To clarify Delegate type: **Delegate** is a competitor in any event, **Special Delegate** is a student attending as a candidate but not competing (each chapter is only allowed two special delegates), **Voting Delegate** is student who will vote in state officer elections on behalf of your chapter (each chapter gets two voting delegates) Voting delegates from Regionals have been moved over to the state level. If your Voting Delegates have changed, be sure to change the delegate type for these students.

To determine who may attend, please refer to “ML Competitive Events Participation” in the 2008-2009 Wisconsin FBLA Middle Level Competitive Event Guidelines Page 7.

6. Register any chaperones/guests who will be attending with your chapter (chaperones or guests who are not advisers, student teachers, etc.). Again, all chapters are **REQUIRED** to have a 15:1 ratio of students to advisers/chaperones.
7. Register chapter events that will compete at SLC. You must register all chapter events (American Enterprise Project – ML, Community Service Project – ML, Local Chapter Activities Report – ML). Middle Level chapter events do not require you to select the student names from the drop-down list. The selection of student names is only necessary for high school level chapter events with presentations.
8. There are no Middle Level skill events administered at local schools before SLC. You do not need to register a test administrator under the **Register Participants** link.
9. There are no Middle Level event websites to register under the **Register Participants** link.
10. Please preview event registration from the **Register Participants** link. Select the **Preview Registration** link. The default setting for RLC qualifiers is non-attendance for the Closing Session. You must select the **check-box** if these participants **WILL BE** attending the Closing Session. To **edit** student registration, select the student’s name on the left. To **delete** a student registration, select the delete button on the right. **Please remember**

Wisconsin FBLA 2009 SLC On-line Registration – Middle Level Events

to contact the State Office if you have students unable to compete so the next student eligible can be contacted.

11. Middle Level members may **ONLY** register for the “Bradley Center - ML Only” tour on Friday, April 3, from 7:50-9:15 AM. **There is no cost associated with this tour for the Middle Level.** This tour is specifically offered for Middle Level members because it does not conflict with their competitive event testing sessions. To register, select the **Register for Monopoly/Tours/Workshops** link. Select the student name from the drop-down list; click on the radial button to select the Bradley Center - ML Only activity; click on save selections; repeat for next student registration. **It is imperative that if you are attending the tour, you are registered.** Please **do not** register for other Monopoly/tours/workshops because they conflict with Middle Level event testing schedules.
12. Finally, please click on the **Return of SLC Materials** link at the bottom. You may select between two options for the return of conference materials. **Note additional cost will be added to the SLC Registration invoice for items to be sent after the conference.**
13. Once you have completed all sections of the **Register Participants** link that may apply, you may verify your chapter’s registration by selecting the **Preview Event Registration** and **Preview Monopoly/Tours/Workshop Registration** links at the center of the page. You will note that you can make deletions on these screens or may go back to the **Register Participants** link at the top of the page to make changes or additions at any time until registration closes **February 27, 2009 at 3 pm.**
14. When you are satisfied that everything is correct, review and print both invoices. Select the **Reports** link from the top of the page and then select the **SLC Chapter Invoice** link. You may use your browser toolbar at the top of your screen to print your chapter’s completed invoice. One copy of your registration must be included with your check, made payable to Wisconsin FBLA, and must arrive at the State Office no later than **March 16, 2009.**
15. Return to the **Reports** link at the top of the page and select the **SLC Monopoly/Tours/Workshops Registration Roster/Invoice.** Please print this page as your tour roster. Since Middle Level members may only be registered for the “Bradley Center - ML Only” tour, there should be no invoice fee. If you registered Middle Level members for other Monopoly/tours/workshops, please see Step 13 to clear selections.

When you have completed your SLC on-line registration, you MUST complete the Middle Level Event Confirmation Form. This form is attached to this email. Please submit an electronic copy to the State Office no later than February 27, 2009. This form is necessary to designate the Middle Level events that each student will compete in each time slot.

Wisconsin FBLA 2009 SLC On-line Registration – Middle Level Events

As always, if you have any questions about the on-line registration system, please contact us. If you have questions about events, please review the 2008-2009 Wisconsin FBLA Middle Level Competitive Events Guidelines. We wish you all good luck at SLC!

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